Viewing a List of Your Filings

1. From the eFile menu option, select My Filings, or click My Filings on the home page.



- 2. Enter the date or date range of the filing in the **search fields**.
- 3. To narrow your search results further, enter information in the **Filing ID**, **Court Case Number**, **Client Number** or **Status** field.
- 4. Click Go.



5. To check the status of your filings, click the blue link in the **Status** column.

Note! The Status may take a few minutes to update. Click the **Go** button to refresh the page and see the most recent status of the submission.



Status Definitions

Package Pending	Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (EDMS) System.
Packaged	The submission is prepared and sent to EDMS.
Received	Documents and data have been received by EDMS and the filing time has been recorded.
Awaiting Approval	The submission is available to the clerk of court but the clerk has not yet reviewed and approved the filing.
Filed	If the submission includes a proposed document, that document is available to the judge. Note! For proposed orders, Filed does not mean that the order has been accepted. A status of Filed means only that the court has received and recorded the filing. The judge still must take action on it.
Accepted	The clerk has approved the submission, and it is being processed (either returned not filed or file stamped and docketed).
Return Not Filed	The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to the filer with an explanation. Click the Resubmit button from the My Filings page to create a new submission
	based on the previous submission. The new submission will include links to the documents from the returned submission.
Resubmitted	The filing has been resubmitted.

Note! Whenever a civil or small claims case (not subject to Certified Mail Service) has been filed, the Original Notice is signed and returned by the clerk so this document can be served on the defendants established on the case.

Note! For small claims, the system will generate an Answer and Appearance document which must be served with the Original Notice.

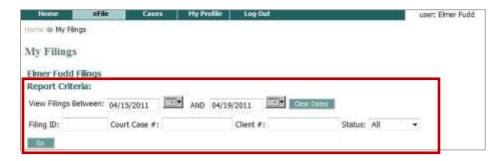
Accessing Original Notice and Answer and Appearance Documents

1. From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.





- 2. Enter the **date or date range** of the filing of the Original Notice.
- 3. Enter additional fields as necessary.
- 4. Click Go.



5. Click the **Original Notice** or **Answer and Appearance** (for small claims only) to view the document(s).



Note! The status may take a few minutes to update. Refresh the page to see updates.

6. **Print** the documents.

Important Note! Be sure the status is 'Filed' before the documents are printed and taken to the sheriff or process server. Filed means a file stamp and case number have been added to your documents.

Note! It is the Filer's responsibility to serve the other party of this court matter.

Note! If you are filing a Forcible Entry and Detainer, the date of your hearing will be on the last page of the filed Original Notice, returned to you in the My Filings page of your EDMS account.

Note! The receipts stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location in the future.



Accessing Additional Information about Your Filings

To view or download your filing Receipt, a file stamped version of a document you have filed, or the form data for your filing (in .xml format), in the My Filings page, click on the blue <u>Filed</u> link in the status column to open the Filing Status window.

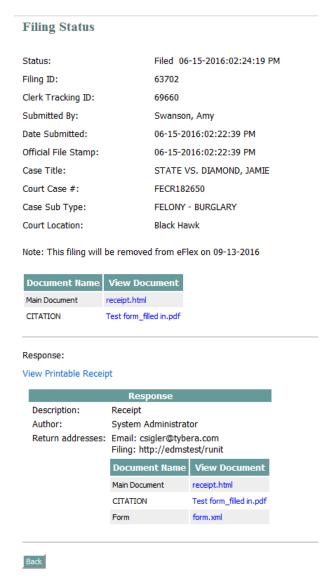


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The Filing Status window displays details about the date and time of filing, including the **Clerk Tracking ID**, which you would use when asking for information about your filing.



To download a document, under **Response** at the bottom of the page, click the blue link for the desired document.

Note! The receipts, document links, and filing status details stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location for future reference.

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.